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CIA-RDP70-00211R000200070059-7

1 October 1956

MEMORANDUM FOR: Chief, RI

SUBJECT: PO Monthly Report for September 1956

1. Cards forwarded to Main Index as result of Projects: 14,990

2. Total Projects 278

Opened this month 2
Opened prior months 55
Total Open Projects.....57

Closed this month 0
Closed prior months 219
Total Closed Projects.....219

3. Records Management

a. Records Retired to RI/AR

Division or Staff	Items	Amount in Cu. Ft.
OC	5	2.6
FI	1	.6
FP	1	.8
TSS	9	12.3
IO	7	5.6
EE	3	4.3*
FE	101	201.1**
HEA	5	3.8
SE	1	.1
SR	1	.8
WE	13	3.0***
WH	6	1.8
Total	157	236.8

236.8

* Field Files 1.2
** Field Files 170.8
*** Field Files .4

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c. Records Retired to RI/PI

Division or Staff	Items	Amount in Cu. Ft.
IO	1	.6
ER	30	3.1
FE	92	21.3
NEA	1	1.0
SR	2	.8
WE	21	3.2
WH	23	2.8
Total	170	32.8

32.8

d. Records Retired to CIA Library

Division or Staff	Items	Amount in Cu. Ft.
FE	1	18.0
Total	1	18.0

18.0

e. Records Destroyed (Non-Record Material)

Division or Staff	Items	Amount in Cu. Ft.
WE	1	.8
RI	2	20.4
Total	3	21.2

21.2

Total Records Retired and Destroyed 308.8

4. Filing Equipment and Forms Control

a. Filing Equipment Approved

2 drawer legal size safe.....1
4 drawer legal size safe.....1
5 drawer legal size filing cabinet w/key lock..8
Map Case with base, 5 dr. filing cabinet and top.....1

b. Forms Approved.....2

25X1A9a Mr. [redacted] survey of SSA/DDS is being held in abeyance.

25X1A9a

[redacted]
RI/PO

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